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GOVERNMENT OF PUERTO RICO
DEPARTMENT OF EDUCATION
OFFICE OF THE COMMISSIONER
SAN JUAN

ADDRESS ALL OFFICIAL
COMMUNICATIONS TO THE
COMMISSIONER OF EDUCATION
SAN JUAN, P. R.

February 10, 1939

Circular Letter No. 128

To: Superintendents of Schools

Re: WORK OF ENGLISH FIELD ASSISTANTS

Ladies and Gentlemen:

In its Circular Letter No. 102, of January 21, 1939, this office advised you that plans for the work of the English Field Assistants would be discussed with you at a general meeting to be held soon. It has not been possible to schedule this meeting to date, and it will be necessary, until such meeting is called, to proceed with the initial phases of the work. Please cooperate by assisting your English assistant to put into effect the attached instructions. A copy of these instructions is also being sent to each assistant.

You may find it necessary to deviate from some of these regulations in meeting particular problems. In cases of needed readjustments, please submit your suggestions to this office for approval before putting them into effect.

Please advise the English Field Assistants that all matters affecting classroom methods, administrative procedure, and curriculum policy should be submitted to the superintendent so that he may take the proper action. Please advise the English assistant also that he should file with your office a schedule indicating what days he will be in the different towns of his zone. The superintendent of the district where the English assistant makes his headquarters shall list him for purposes of the pay roll and shall provide him with office space. All correspondence and reports from the English assistant should be sent through the office of the superintendent of the district directly concerned.

2/10/39

The activities of any English supervisors other than those of field assistants listed below should be discontinued at once to avoid any possible duplication of work. Teachers who were previously assigned to work of this nature, whether on a part-time basis or on full time schedule, should be reassigned to classroom teaching or to some other school work for the rest of the semester.

List of Field Assistants

Zone No.	1	-	Joseph Lawrence	
"	"	2	-	Miss Lavinia Dobler
"	"	3	-	Charles Rummel
"	"	4	-	Miss Christine Sullivan
"	"	5	-	Miss Marion Allen
"	"	6	-	Miss Isabel Clark
"	"	7	-	Antonio Sepúlveda
"	"	8	-	George Greco
"	"	9	-	Thomas Finkman
"	"	10	-	Harry Devor
"	"	11	-	Miss Mildred Gulgren
"	"	12	-	Albert Perrier
"	"	13	-	Miss Josephine Woodruff
"	"	14	-	Dexter Smelker
"	"	15	-	Mrs. Inez Clift Simkins
"	"	16	-	Benjamin Colucci
"	"	17	-	Mrs. Anne Rowe
"	"	18	-	Joaquín de Castro
"	"	19	-	James McGhie
"	"	20	-	Miss Anna Schmerzler

Very truly yours,

(Signed) JOSÉ M. GALLARDO
Commissioner of Education

Encl.